



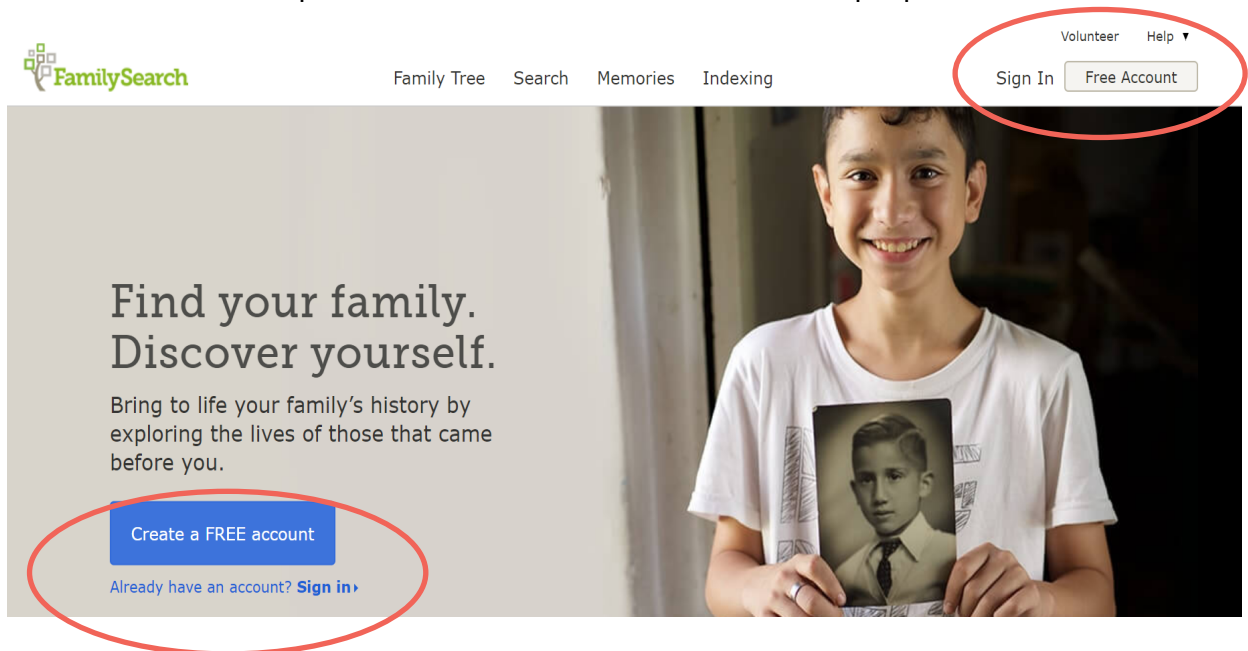
## Starting Family Tree: Navigating, adding, standardizing, printing



The **FamilySearch logo** on the upper left is a functioning icon. Clicking on this takes you back to the home page for the website.  
The website is [www.familysearch.org](http://www.familysearch.org).

**Free Account** – This tab is located in the upper right corner of the FamilySearch home page. It allows a person to become a registered user of the FamilySearch website.

- You will create a user name and password and then activate your account by cell phone or email.
- You must be a registered user to access the FamilySearch Family Tree, and to access some of the search features when searching for records.
- Members of the Church of Jesus Christ of Latter-day Saints will be able to view information about temple ordinances and reserve ordinances for people related to them.



### FamilySearch Home Page

Contains several areas which can help find and document your ancestors when you **sign in**.

On the left column are:

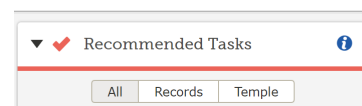
The top box contains links to personalized topics – each contains instruction and videos. These topics will change periodically.

Next there may be **Memories** of various kinds that have been added by you or others about ancestors linked to your family tree.

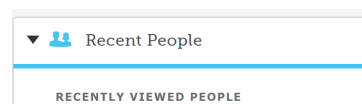
On the right column of the page are:

**Recommended Tasks:**

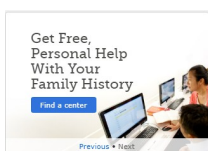
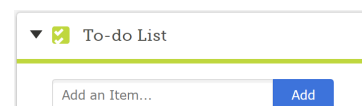
- **All**
- **Records** – containing information and sources that can be attached to your ancestors further documenting their lives.
- **Temple** – tab listing ancestors for whom temple ordinances are ready, or nearly ready, to be performed.



**Recent People** – list of names that you have recently viewed in the Family Tree.



A **To-do List** where you can create a list of tasks or goals you want to accomplish in your research.



There is an area at the bottom of the column where you can scroll through several choices to sign in, view descendency, find a local FamilySearch center, or get personal help with your family history needs.



Family Tree Search Memories Indexing

## Overview of Tabs

**Family Tree** – Links to the Pedigree, Person Page details, Find (search for names in the shared FamilySearch database), List of people on the Watch list, and the Family Booklet.

**Search** – Allows a user to search Records from the FamilySearch collection, search the Family Tree, submitted Genealogies, the Family History Library Catalog, Books, and the Research Wiki. You must be a registered user to access the Search features outside of a FamilySearch Center.

**Memories** – Links to the Gallery containing Photos, Stories, Documents, and Audio files which you have added. There are also links to the People tab and Find applications.

**Indexing** – Takes a user to information about and the opportunity to participate in indexing records that are being digitized so they can be viewed and be searchable.

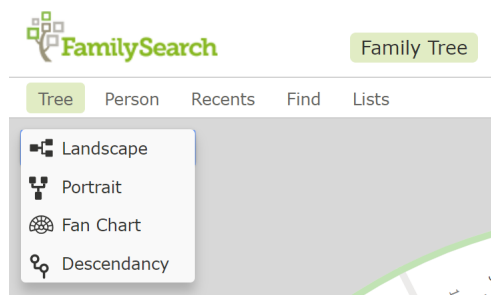
**Temple** – Allows the user to see temple ordinances reserved for individuals and families, print Family Ordinance Request (FOR) forms or print temple cards from home. You can also assign ordinances to the temple system or share them with other people and unreserve ordinance requests.

*Note: By hovering your mouse over an item in the header, dropdown menus appear with options to quickly navigate to a specific place within that section.*

## The Family Tree Tab

**Tree** – Takes the user to the last person shown in the main position. Clicking on a name puts that person in the main position of the tree. The first person on the history list is always the user that is logged in. There are four ways to view the ancestors of the person in the primary position on the pedigree view.

<b>Landscape</b>	pedigree displayed horizontally
<b>Portrait</b>	pedigree displayed vertically
<b>Fan Chart</b>	pedigree displayed as a fan chart
<b>Descendancy</b>	1 to 4 generations of descendants



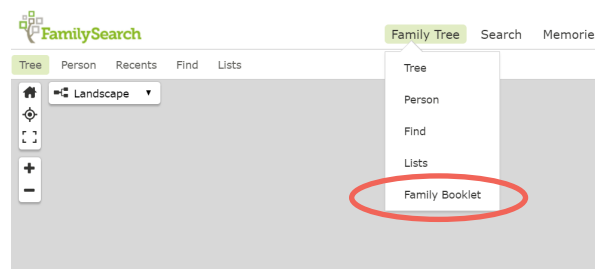
**Person** – Displays the details of the last person displayed. Clicking on a name opens the details page for that person.

**Recents** – The drop-down arrow shows the list of the last 50 names recently viewed with the account holder's name on top. You can also search by name or ID.

**Find** – Searches for an ancestor in the Family Tree by name or ID number.

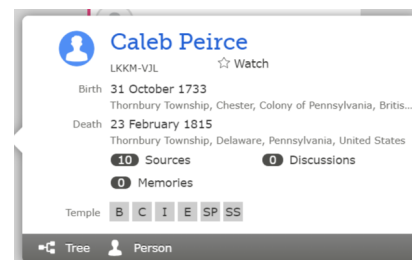
**Lists** – Lists the people you are watching, as well as listing recent changes to people being watched.

The **Family Booklet** helps the user to get started by guiding them through the process of entering basic information about several generations of their family. As more information is entered, FamilySearch may be able to link to people already in the database thus expanding on information you have entered. To access the Family Booklet go to the Family Tree tab and click the dropdown menu.



## Person's Summary Card

The Summary Card lists the person's name, vital information, ID number, number of sources, memories and discussions attached, and the person's temple ordinances for members of the Church of Jesus Christ of Latter-day Saints. The card pops up when the blue link on a person's name is clicked.



## Person's "Details" Page

### General Information Box at top

Every person has an **ID number**– 7 characters composed of letters and numbers.

### Birth and death information

**View Tree** – Puts that particular person in the primary position on the pedigree views.

**Watch** – When activated by clicking on the star, you will receive weekly emails about changes made on that person’s page.

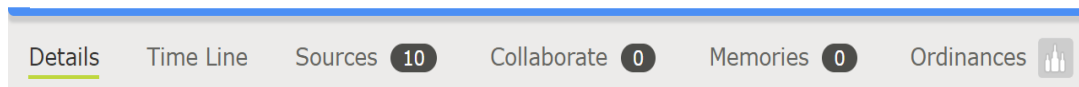
 View Tree    Watch    View My Relationship

Turn on the watch feature for an individual person’s page, by clicking on “Watch” to begin watching. Click on “Unwatch” to turn it off. When the star is black, you are watching that person.

**View My Relationship** – Shows your relationship to the person.

**Labels** – The upper right side of the information box may contain links to other websites that contain information about the person. This will vary from person to person.

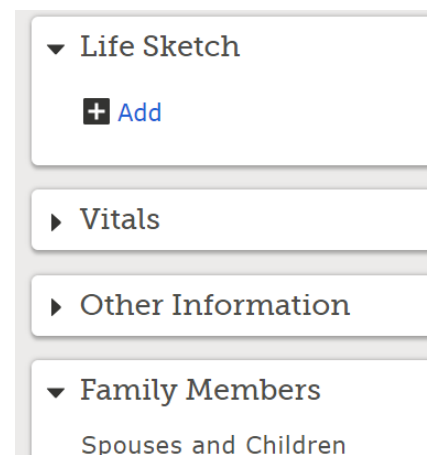
On the **Person** page - just below the information box there is a group of tabs.



- **Details** – Shows several fields that contain vital information about the person.
- **Timeline** – a new feature which displays a timeline about that person based on information in the Family Tree.
- **Sources** – Contains a list of sources about that person which help verify who they are and the accuracy of the information entered.  
Provides documentation of birth, marriage, death, or other vital information.
- **Collaborate** – a place to enter notes and discussions about the person or about research conclusions, etc.
- **Memories** – Links to memories (photos, stories, documents, or audio files) that have been added for the person.
- **Ordinances** – Contains information about temple ordinances for members of The Church of Jesus Christ of Latter-day Saints.

### Adding and Editing

- **Life Sketch** – This could be a brief biography or other information about the person. You can type right into the box or use copy/paste from a word processor.
- **Vitals** – Name, Gender, Birth, Christening, Death and Burial Information.
- **Other information** – Alternate names and other specific facts about the person.
- **Family Members** – Details about spouses, children, parents and siblings.



### Editing Information

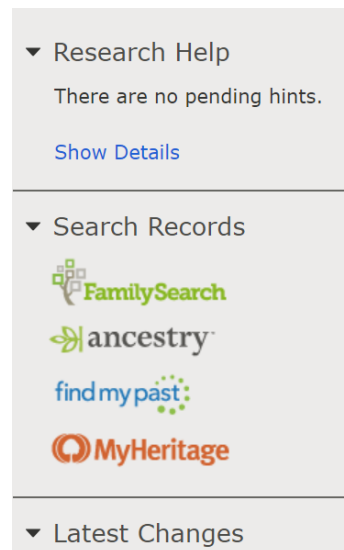
- Wherever information in Family Tree is blue it links to further information
- Names and locations can be edited by clicking on the **edit** button by the name or place.
- Clicking on a name in the “Family Members” section opens the **ID Card** for that person.
- Clicking on a “Source” opens further information and links about that source.
- Clicking on the blue link in Discussions or Notes allows information to be added.

### Standardization of names and dates

- The FamilySearch Family Tree uses a standardized system for place names and dates.
- Places are listed as City, County, State, Nation – (all completely spelled out).
- Dates are listed as Day, Month, Year – (with the month completely spelled out).
- There is an excellent article in the Help Center on this topic.

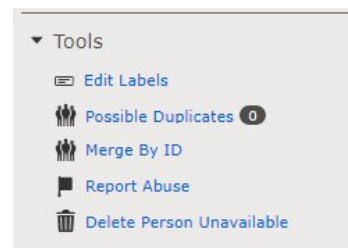
#### Other Information (Listed on the right side of screen)

- **Research Help** –
  - Contains record hints or research suggestions that likely apply to your ancestor. Record hints can be evaluated and, if they apply, can be attached as sources documenting information.
- **Search Records** – These are links to websites which are FamilySearch partners. They may contain additional information or records about an ancestor.



- **Latest Changes** – This contains a log of all changes made on the individual's information.

- **Tools** –
  - Edit Labels** –Labels can be added or edited using this link.
  - Other links on this list** help maintain the integrity of records by allowing merging of duplicate individuals. You can search for possible duplicates or merge by ID number



- **Quick Start** – This is only found on the user's own person page at the bottom of the Tools menu. Clicking on Quick Start will display four generations of vital information similar to what is found in the Family Booklet.

- **Print** – Charts can be printed from the various views.
  - Pedigree view (landscape)
  - Pedigree view (portrait)
  - Fan chart
  - Family Group Record (with or without sources)

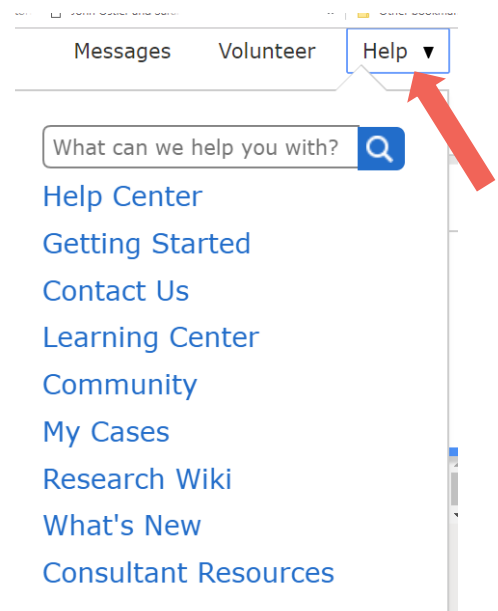


### Utilizing “Get Help”

The “**Get Help**” button located in the upper right corner of the FamilySearch screen is used to access the Help Center and other help resources.

Clicking on “Get Help” opens a window with a search box and several menu choices.

- You can enter a search query in the search box
- You can click on any of the menu choices for links to a wealth of information.
- The “**Help Center**” contains eleven categories for further information about your question.
- The “**Learning Center**” contains articles and videos on many topics and locations.
- The “**Research Wiki**” contains thousands of articles about nearly all genealogical topics.
- **Consultant Resources** – contains several articles and activities to help Family History Consultants assist other people with family history
- **What’s New** – Links to the FamilySearch Blog which lists updates to the system
- Feel free to explore all the menu choices.



### Contacting FamilySearch

From the Help Center menu clicking on “Contact Us” provides several choices for assistance.

- **Find Local Help** – Lists Family History Consultants in your local area  
Nearby Family History Centers are also listed with contact information.
- **Send a Message** – Allows you to submit a problem or question to FamilySearch Support for response via e-mail.
- **Live Chat** – Allows online chat about Technical and Product Support or Research Assistance.
- **Call Us** – Provides toll free numbers to FamilySearch Support (U.S. is 1-866-406-1830)